



THE ASSAM GAZETTE

অসম বাজপত্র

অসাধাৰণ EXTRAORDINARY প্রাপ্ত কৰ্ত্তৃত্বৰ দ্বাৰা প্ৰকাশিত PUBLISHED BY THE AUTHORITY

নং ৩৫৬ দিশপুৰ, সোমবাৰ, ২৬ আগষ্ট, ২০১৯, ৪ ভাদ, ১৯৪১ (শক)
No. 356 Dispur, Monday, 26th August, 2019, 4th Bhadra, 1941 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
GENERAL ADMINISTRATION DEPARTMENT
DISPUR, GUWAHATI-6

NOTIFICATION

The 2nd August, 2019

No.GAG(A).356-2017-336.- In pursuance of the Administrative Reforms and Training Department's Notification No. AR 69/2011/Pt-II/96 dated 10-04-2013 and in supersession of this Department's O.M. No. GAG(A).117/2012/58 dated 29-04-2012 and O.M. No. GAG(A).117/2012/111 dated 03-04-2013, the Governor of Assam is pleased to notify the following guidelines for the "Issuance of Next of Kin Certificate" - a notified service under the Assam Right to Public Service Act (ARTPS), 2012 :-

Designated Public Servant : - To be notified by the concerned Deputy Commissioner as per Section-3(c) of the ARTPS Act, 2012.

Appellate Authorities : - Deputy Commissioners of the Districts.

Reviewing Authorities : - Divisional Commissioners of the area.

Statutory User Charge : - Nil.

Standard Application Forms : - At Annexure-I and Annexure-II.

- Any eligible citizen applying for the "Next of Kin" Certificate will submit application, in duplicate, in prescribed forms at Annexure-I or Annexure-II of this notification, along with 2(two) copies of stamp-sized photographs to the notified Designated Public Servant of the respective District with anyone of the self-attested / authenticated photocopies of the following documents :-

1. Death Certificate of the deceased person.
 2. Valid documents showing relationship with the deceased person.
 3. Self-declaration Affidavit.
- Any eligible citizen of the state of Assam will submit application for issue of "Next of Kin" Certificate before the Designated Public Servant of the respective Districts in the manner prescribed above along with the documents stated above.
 - The following steps are to be followed after the receipt of the application :-
 - 1) After receiving the application for issue of "Next of Kin" Certificate, the Designated Public Servant will forward the application to the concerned Circle Officer within **02 (two) days** from the date of receipt of the application.
 - 2) The Circle Officer will forward the application to the Supervisory Kanungo within **01 (one) day** from the date of receipt of the application.
 - 3) The Supervisory Kanungo will forward the application to the concerned Lot Mandal within **01 (one) day** from the date of receipt of the application.
 - 4) The Lot Mandal will verify the details of the family members of the deceased person through field verification and submit the report to the Supervisory Kanungo within **07 (seven) days** from the date of receipt of the application.
 - 5) The Supervisory Kanungo will then forward the report of the Lot Mandal, after necessary verification, to the concerned Circle Officer within **02 (two) days** from the date of receipt of the report of the Lot Mandal.
 - 6) The Circle Officer will then forward the report mentioned in point (5) above, after necessary verification, to the concerned Designated Public Servant within **01 (one) day** from the date of receipt of the report from the Supervisory Kanungo.
 - 7) The Designated Public Servant will issue the "Next of Kin" Certificate to the applicant in the light of the Section-6 and Section-7 of the ARTPS Act, 2012, on the basis of the report from the concerned Circle Officer mentioned in point (6) above, after necessary verification, **within 01 (one) day** from the date of receipt of the report from the Circle Officer.
 - 8) In the case of rejection of the application, the Designated Public Servant shall record the reasons of rejection in writing and communicate to the person making the application with strict adherence to the Section-7(2) of the ARTPS Act, 2012.
 - Thus the whole process of issuing "Next of Kin" Certificate will be **15 (fifteen) days** from the date of receipt of the application by the Designated Public Servant.

Citizen Charter :- At Annexure-III.

This will come into force with immediate effect.

M. ANGAMUTHU,
Commissioner and Secretary to the Government of Assam,
General Administration Department.

Annexure-I**APPLICATION FOR NEXT OF KIN(s) CERTIFICATE****To,****The Deputy Commissioner/ Sub-Divisional Officer(Civil)****Dated,****Sub : Application for Next of kin Certificate.****Sir,**

With due respect I have the honour to state that my Husband/Wife/Father/ Mother /Son/
Daughter.....

S/O-..... of

Village/Town.....District.....has expired on at his
residence/Hospital (Name of Hospital)..... due to
illness/accident/other reason (mention reason)

Therefore, I have the honour to request you Kindly to issue a Next of Kin(s) Certificate.

The following are the family members of the deceased person.

Sl.No.	Name of Kin	Relationship	Age

Encloser:

1. Death Certificate.
2. Affidavit.
3. Documents showing relationship
with the deceased person.

Name of the applicant :

Signature of the applicant :

S/O/D/O/W/O :

Address :

Vill/Town:

P.O & P.S :-

District:

Pin:

Phone No (if any)

Annexure-II

প্রতি,

নিকট আঞ্চীয়র প্রমাণ পত্র বাবে আবেদন

মাননীয়, উপায়ুক্ত / মহকুমাধিপতি

তাৰিখ.....

বিষয়- নিকট আঞ্চীয়র প্রমাণ পত্র বাবে আবেদন।

মহাশয়,

সম্মান সহকাৰে আপোনাক জনাও^৩ যে মোৰ বাচী দেউতা মা.....
 পিতা..... গো^৩ চহৰ.....
 জিলা..... ইং..... তাৰিখ.....
 নিজ পৃষ্ঠা/চিকিৎসালয়ত (চিকিৎসালয়ৰ নাম)..... বেগ/
 দুর্ঘটনা /অন্যান্য কাৰণত (কাৰণ উল্লেখ কৰিব)..... মৃত্যু হয়।

গতিকে নিম্নলিখিত মৃতকৰ উত্তোধিকাৰী সকলৰ নামত নিকট আঞ্চীয়র প্রমাণ পত্ৰ (Next of Kin(s) Certificate) এখন প্ৰদান কৰিবলৈ আপোনাক
বিন্দু অনুৰোধ জনালো।

ক্ৰ. নং	নিকট আঞ্চীয়ৰ নাম	সম্পর্ক	বয়স

সহলগ নথি

- ১) মৃত্যুৰ প্রমাণ পত্ৰ
- ২) শপত নামা (Affidavit)
- ৩) মৃতকৰ লগত সম্পর্কৰ পৰিচায়ক নথি

আবেদনকাৰীৰ নাম-
 আবেদনকাৰীৰ চৰী-
 পিতা / বাচী-
 টিকনা-
 শীও-
 ডাকঘৰ-
 ধানা-
 জিলা-
 পিন-
 দূর্ভাষ-

Annexure-III**Annexure-III****Citizen Charter for the notified service - "Issuance of Next of Kin Certificate" under the Assam Right to Public Service (ARTPS) Act, 2012**

Sl. No.	Name of the Department / District	Name of the Notified Service	By which level the Service is delivered (viz. Department / Directorate / District / Sub-Division / Circle / Block / Panchayat)	Designation of the Designated Public Servant (DPS) for each level	Designation of the Appellate Authority (AA) for each level	Time limit for disposal by AA	Documents needed to be enclosed with the application	User Charge, if any (in Rupees)	Eligibility Criteria for getting the service, if any	Remarks
1	2	3	4	5	6	7	8	9	10	11 12